

# Town Of Washington

## Site Plan Review Application

### Property Owner Information:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_

### Applicant (if different from owner)

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_

Names and addresses and map & lot numbers of all property owners within 500 feet of any and all property boundaries. Check with Code Enforcement Officer for assistance

### Subject Property information:

Map \_\_\_\_\_  
Lot \_\_\_\_\_  
Book \_\_\_\_\_  
Page \_\_\_\_\_  
Road Name \_\_\_\_\_  
Applicable Land Use District(s): \_\_\_\_\_  
Existing Use of Property: \_\_\_\_\_  
Proposed Use of Property: \_\_\_\_\_

Copy of the current, registered deed to the property, or an option to purchase the property or other documentation to demonstrate right title or interest in the property on the part of the applicant.

Applicable Fee: \_\_\_\_\_  
Fee Paid

Applicant Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

### Applicable Fee Structure:

Any structure or activity for which the Planning Board may grant a permit:

Activities and uses requiring Planning Board approval: \$50.00

Non-residential structures 240 sq ft – 1200 sq ft: \$50.00

Non-residential structures 1200 sq ft – 3000 sq ft: \$100.00

Non-residential structures over 3000 sq ft: \$250.00

### Submission Checklist:

#### **Required by Town of Washington Land Use Ordinance Article IV, 4**

Applications for permits shall be made on forms available at the Town Office. Each application for a building permit shall be accompanied by the following:

- A. A subsurface wastewater disposal permit is required, if the proposed structure will have pressurized water, in compliance with the Maine State Plumbing Code.
- B. A site plan drawn to approximate scale, showing the measurements of the lot and of all buildings, setbacks, disposal fields, the location of abutting streets or ways, existing and proposed parking spaces.
- C. A clear statement as to the intended use of the property.
- D. An assigned 911 Address.
- E. An MDOT or town access, driveway or entrance permit, if required.
- F. Any State or Federal permits that may be required.

#### **Required by Article XI, 5**

##### **Section 5. Submission Requirements**

- A. Applications for site plan review must be submitted on application forms provided by the municipality. The complete application form, evidence of payment of the required fees, and the required plans and related information must be submitted to the Code Enforcement Officer. The submission must contain at least the following exhibits and information unless specifically waived in writing. The Planning Board may waive any of the submission requirements based upon a written request of the applicant. Such request must be made at the time of the preapplication conference or at the initial review of the application if no preapplication conference is held. A waiver of any submission requirement may be granted only if the Board makes a written finding that the information is not required to determine compliance with the standards.
- B. All applications for site plan review must contain the following information:
  - 1. A fully executed and signed copy of the application for site plan review.
  - 2. Evidence of payment of the application fee and technical review fee, if required.
  - 3. Ten (10) copies of written materials plus ten (10) sets of maps or drawings containing the information listed below. The written materials must be bound or contained in a binder with an index of materials. The maps or drawings must be at a scale sufficient to allow review of the items listed under the approval standards and criteria, but in no case shall be more than one hundred (100) feet to the inch for that portion of the tract of land being proposed for development.

C. General Information

1. Record owner's name, address, and phone number and applicant's name, address and phone number if different.
2. The location of all required building setbacks, yards, and buffers.
3. Names and addresses and map and lot numbers of all property owners within five hundred (500) feet of any and all property boundaries.
4. Sketch map showing general location of the site within the municipality based upon a reduction of the tax maps.
5. Boundaries of all contiguous property under the total or partial control of the owner or applicant regardless of whether all or part is being developed at this time.
6. The tax map and lot number of the parcel or parcels on which the project is located.
7. A copy of the current, registered deed to the property, or an option to purchase the property or other documentation to demonstrate right, title or interest in the property on the part of the applicant.
8. The name, registration number, and seal of the person who prepared the plan, if applicable.
9. Evidence of the applicant's technical and financial capability to carry out the project as proposed.

D. Existing Conditions

1. Land Use District classification(s), including overlay district if any, of the property and the location of district boundaries if the property is located in two (2) or more districts or abuts a different district.
2. The bearings and length of all property lines of the property to be developed and the source of this information. The planning board may waive this requirement of a boundary survey when sufficient information is available to establish, on the ground, all property boundaries.
3. Location and size of any existing sewer and water mains, culverts and drains, on-site sewage disposal systems, wells, underground tanks or installations, and power and telephone lines and poles on the property to be developed, on abutting streets, or land that may serve the development, and an assessment of their adequacy and condition to meet the needs of the proposed use. Appropriate elevations must be provided as necessary to determine the direction of flow.
4. Location, names, and present widths of existing public and/or private roads and rights-of-way within or adjacent to the proposed development.
5. The location, dimensions and ground floor elevation of all existing buildings on the site.
6. The location and dimensions of existing driveways, parking and loading areas, walkways, and sidewalks on or immediately adjacent to the site.
7. Location of intersecting roads or driveways within two hundred (200) feet of the site.
8. The location of open drainage courses, wetlands, stonewalls, graveyards, fences, stands of trees, and other important or unique natural areas and site

features, including but not limited to, floodplains, deer wintering areas, significant wildlife habitats, scenic areas, habitat for rare and endangered plants and animals, unique natural communities and natural areas, sand and gravel aquifers, and historic and/or archaeological resources, together with a description of such features.

9. The direction of existing surface water drainage across the site.
10. The location, front view, dimensions, and lighting of existing signs.
11. Location and dimensions of any existing easements and copies of existing covenants or deed restrictions.
12. The location of the nearest fire hydrant, dry hydrant or other water supply for fire protection.
13. The E-911 Addressing Permit.
14. The driveway entrance permit, if applicable.

E. Proposed Development Activity

1. Estimated demand for water supply and sewage disposal together with the location and dimensions of all provisions for water supply and wastewater disposal, and evidence of their adequacy for the proposed use, including soils test pit data if on-site sewage disposal is proposed.
2. The direction of proposed surface water drainage across the site and from the site, with an assessment of impacts on downstream properties.
3. Provisions for handling storage or disposal of all solid wastes, including hazardous and special wastes and the location and proposed screening of any on-site collection or storage facilities.
4. The location, dimensions, and materials to be used in the construction of proposed driveways, parking and loading areas, and walkways and any changes in traffic flow onto or off-site.
5. Proposed landscaping and buffering.
6. The location, dimensions, and ground floor elevation of all proposed buildings or building expansion proposed on the site.
7. Location, front view, materials, and dimensions of proposed signs together with the method for securing the sign.
8. Location and type of exterior lighting.
9. The location of all utilities, including fire protection systems.
10. A general description of the proposed use or activity.
11. An estimate of the peak hour and daily traffic to be generated by the project.
12. If the project requires a stormwater permit from the Maine Department of Environmental Protection or if the planning board determines that such information is necessary based upon the scale of the project or the existing conditions in the vicinity of the project, stormwater calculations, erosion and sedimentation control measures, and water quality and/or phosphorous export management provisions.

F. Approval Block

Space must be provided on the plan drawing for the signatures of the Planning Board and date together with the following words, "Approved: Town of Washington Planning Board".

## **Fact Sheet for Site Plan Review**

### **Applicability:**

#### **Article XI, Section 2, A. Site Plan Review Not required**

The following activities shall not require site plan approval. Certain of these activities will, however, require the owner to obtain a building permit, plumbing permit or other state or local approvals:

1. The construction, alteration, or enlargement of a single family or two-family dwelling, including accessory buildings and structures.
2. The placement, alternation, or enlargement of a single manufactured housing or mobile home dwelling, including accessory buildings and structures on individually owned lots.
3. Agricultural activities, except for agri-business, including agricultural buildings and structures.
4. Timber harvesting and forest management activities.
5. The establishment and modification of home occupations that do not result in changes to the site or exterior of the building.
6. Activities involving nonresidential buildings or activities that are specifically excluded from review by the provisions of this section.
7. Expansion of less than 240 square feet.
8. Any activity that can be approved by the Code Enforcement Officer.

#### **Article XI, Section 2, B Site Plan Required:**

##### **B. Site Plan Permit Required**

A person who has right, title, or interest in a parcel of land must obtain site plan approval from the Code Enforcement Officer or Planning Board, as applicable, prior to commencing any of the following activities on the parcel, obtaining a building or plumbing permit for the activities, or undertaking any alteration or improvement of the site including grubbing or grading:

1. The construction or placement of any new building or structure for a nonresidential use, including accessory buildings and structures, greater than one thousand two hundred (1,200) base square feet within any five (5) year period.
2. The expansion of an existing nonresidential building or structure including accessory buildings that increases the total floor area by more than 240 square feet.
3. The conversion of an existing building, in whole or in part, from a residential use to a nonresidential use.
4. The establishment of a new nonresidential use even if no buildings or structures are proposed, including uses such as agri-business, mineral extraction, mineral processing, cemeteries, golf courses, and other nonstructural nonresidential uses.
5. The conversion of an existing nonresidential use, in whole or in part, to another nonresidential use if the new use changes the basic nature of the existing use such that it increases the intensity of on- or off-site impacts of the use subject to the standards and criteria of site plan review described in Section 9 of this article.
6. The construction of a residential building containing three (3) or more dwelling units.
7. The modification or expansion of an existing residential structure that increases the number of dwelling units in the structure by three (3) or more in any five (5) year period.

8. The conversion of an existing nonresidential building or structure, in whole or in part, into three (3) or more dwelling units within a five (5) year period.
9. The nonresidential construction or expansion of paved areas or other impervious surfaces, including walkways, access drives, and parking lots involving an area of more than two thousand five hundred (2,500) square feet within any three (3) year period.